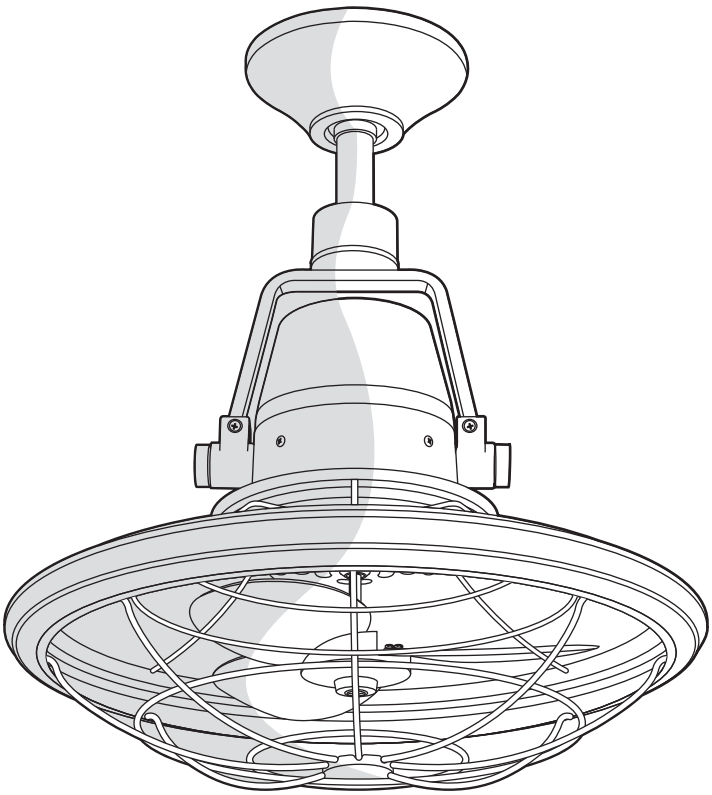
HOME DECORATORS COLLECTION

Item #326 960
Model #AL14-TB

USE AND CARE GUIDE

BENTLEY II 18 INCH CEILING FAN



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1-800-986-3460

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THANK YOU

We appreciate the trust and confidence you have placed in Home Decorators Collection through the purchase of this ceiling fan. We strive to continually create quality products designed to enhance your home. Visit us online to see our full line of products available for your home improvement needs. Thank you for choosing Home Decorators Collection!

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Safety Information

1. To reduce the risk of electric shock, ensure electricity has been turned off at the circuit breaker or fuse box before beginning.
2. All wiring must be in accordance with the National Electrical Code “ANSI/NFPA 70-1999” and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
3. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 35 lbs. Use only UL-listed outlet boxes marked “FOR FAN SUPPORT.”
4. The fan must be mounted with a minimum of 7 ft. clearance from the trailing edge of the blades to the floor.
5. Avoid placing objects in the path of the blades.
6. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
7. Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.
8. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into the outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box and ungrounded conductor on the other side of the outlet box.
9. All setscrews must be checked and retightened where necessary before installation.

WARNING: To reduce the risk of electrical shock or fire, do not use this fan with any solid-state fan speed control device. It will permanently damage the electronic circuitry.

WARNING: Do not insert foreign objects between rotating fan blades.

WARNING: To reduce the risk of fire, electric shock or personal injury, mount the fan to the outlet box marked acceptable for fan support with the screws provided with the outlet box.

CAUTION: To reduce the risk of personal injury, use only the screws provided with the outlet box.

Warranty

We warrant the fan motor to be free from defects in workmanship and material present at time of shipment from the factory for a period of lifetime after the date of purchase by the original purchaser. We also warrant that all other fan parts, excluding any glass or acrylic blades, to be free from defects in workmanship and material at the time of shipment from the factory for a period of two years after the date of purchase by the original purchaser. We agree to correct such defects without charge or at our option replace with a comparable or superior model if the product is returned. To obtain warranty service, you must present a copy of the receipt as proof of purchase. All costs of removing and reinstalling the product are your responsibility. Damage to any part such as by accident, misuse, improper installation or by affixing any accessories, is not covered by this warranty. Because of varying climatic conditions this warranty does not cover any changes in brass finish, including rusting, pitting, corroding, tarnishing or peeling. Brass finishes of this type give their longest useful life when protected from varying weather conditions. A certain amount of "wobble" is normal and should not be considered a defect. Servicing performed by unauthorized persons shall render the warranty invalid. There is no other express warranty. We hereby disclaim any and all warranties, including but not limited to those of merchantability and fitness for a particular purpose to the extent permitted by law. The duration of any implied warranty which cannot be disclaimed is limited to the time period as specified in the express warranty. Some states do not allow limitation on how long an implied warranty lasts, so the above limitation may not apply to you. The retailer shall not be liable for incidental, consequential, or special damages arising out of or in connection with product use or performance except as may otherwise be accorded by law. Some states do not allow the exclusion of incidental or consequential damages, so the above exclusion or limitation may not apply to you. This warranty gives specific legal rights, and you may also have other rights which vary from state to state. This warranty supersedes all prior warranties. Shipping costs for any return of product as part of a claim on the warranty must be paid by the customer.

Contact the Customer Service Team at 1-800-986-3460 or visit www.HOMEDEPOT.COM/HOMEDECORATORS

Pre-Installation

SPECIFICATIONS

Fan size	Speed	Volts	Amps	Watts	RPM	CFM	N.W.	G.W.	C.F.
18 in.	Low	120	0.24	12.62	833	736	5.9 kgs (12.98 lbs)	8.5 kgs (18.70 lbs)	4.9 ft.
	Medium		0.28	18.28	1097	1025			
	High		0.36	41.83	1612	1458			

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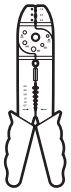
TOOLS REQUIRED

Phillips screwdriver

Flat blade screwdriver

Step ladder

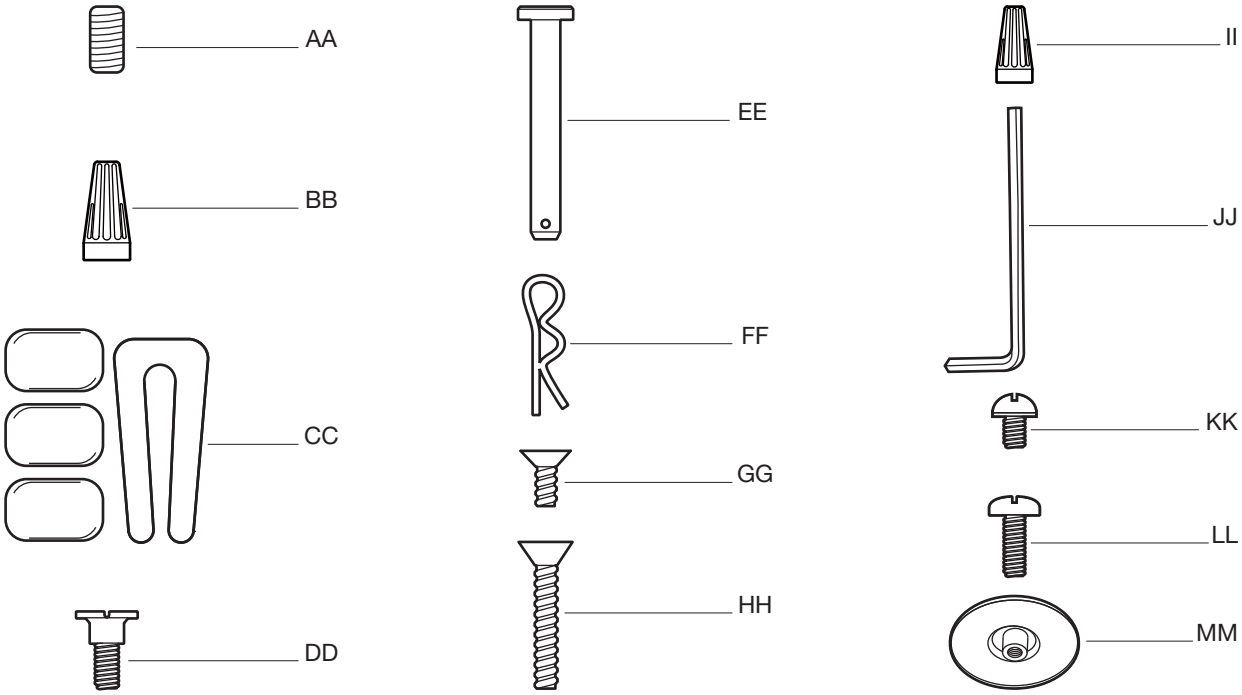

Wire stripper

Electrical tape

Pre-Installation (continued)

HARDWARE INCLUDED

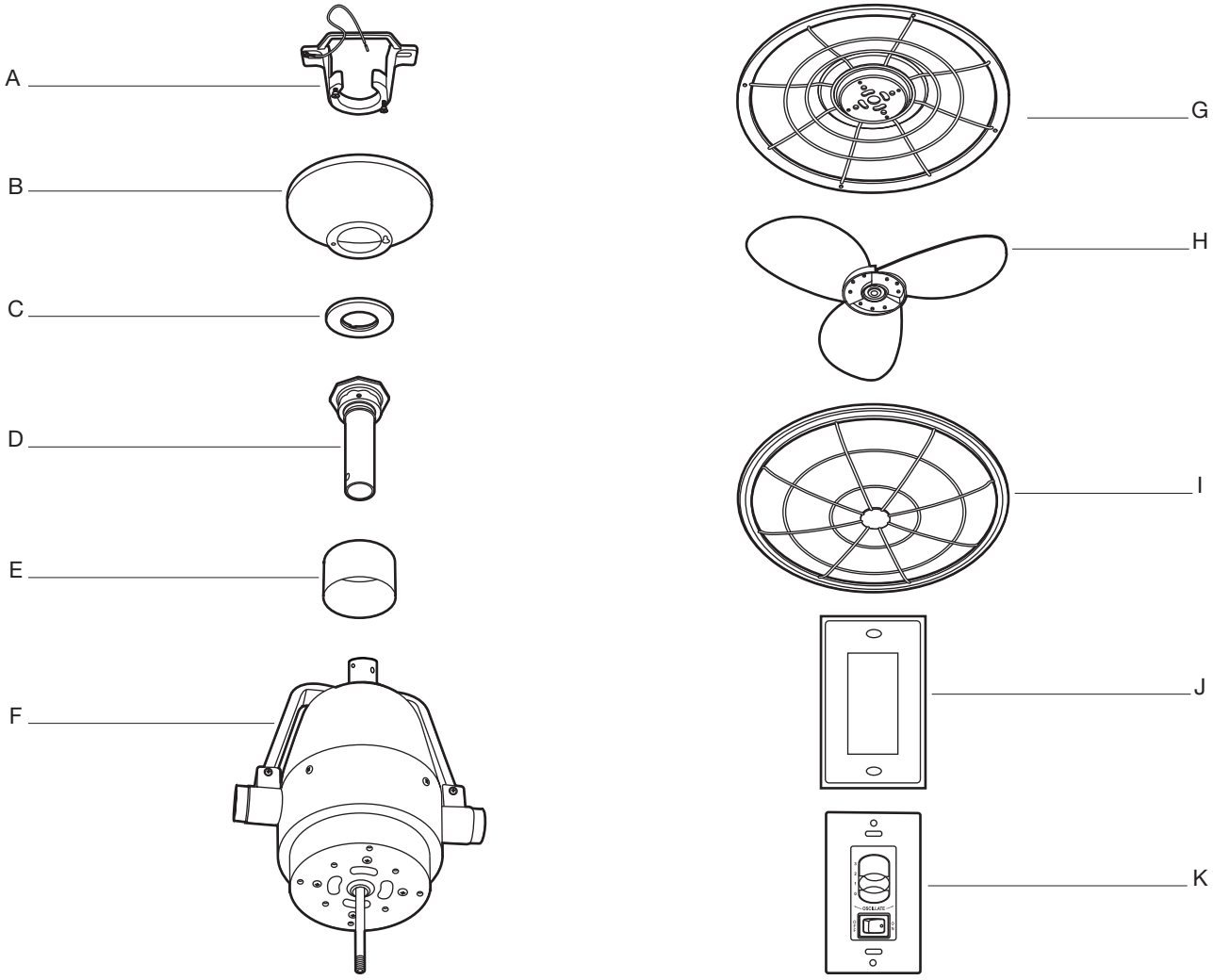
NOTE: Hardware shown to actual size unless noted otherwise in the table below.



Part	Description	Quantity
AA	Collar setscrew (preassembled)	2
BB	Plastic wire nut	3
CC	Balance kit (not to scale)	1
DD	Canopy mounting bracket screw (preassembled)	2
EE	Clevis pin (preassembled)	1
FF	Cotter pin (preassembled)	1
GG	Wall plate screw	2
HH	Wall switch screw	2
II	Plastic wire nut	4
JJ	Hex wrench (not to scale)	1
KK	Rear guard screw (preassembled)	4
LL	Front guard screw (preassembled)	4
MM	Blade cover (preassembled)	1

Pre-Installation (continued)

PACKAGE CONTENTS



Part	Description	Quantity
A	Mounting bracket (preassembled)	1
B	Canopy	1
C	Canopy bottom cover (preassembled)	1
D	Hanger ball/downrod assembly	1
E	Coupling cover	1
F	Motor head (preassembled)	1

Part	Description	Quantity
G	Rear guard (preassembled)	1
H	Blade (preassembled)	1
I	Front guard (preassembled)	1
J	Wall plate	1
K	Wall switch	1

Installation

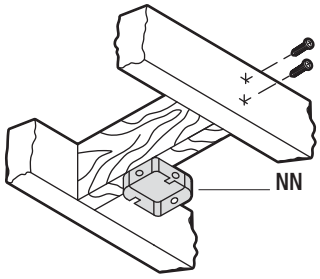
MOUNTING OPTIONS

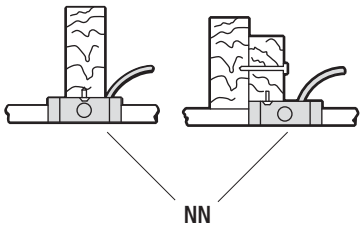
WARNING: To reduce the risk of fire, electric shock, or other personal injury, mount the fan only on an outlet box or supporting system marked acceptable for fan support of 35 lbs (15.9 kg) or less and use mounting screws provided with the outlet box. Most outlet boxes commonly used for the support of lighting fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

If your ceiling fan does not have an existing UL-listed mounting box, then install one using the following instructions:

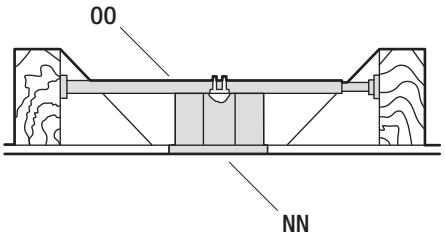
- □ Disconnect the power by removing the fuses or turning off the circuit breakers.
- □ Secure the outlet box (NN) (not included) directly to the building structure. Use appropriate fasteners and materials (not included). The outlet box and its bracing must be able to fully support the weight of the moving fan (at least 35 lbs.). Do not use a plastic outlet box.

The illustrations below show two different ways to mount the outlet box (NN) (not included).





WARNING: This fan is not suitable for sloped ceilings.

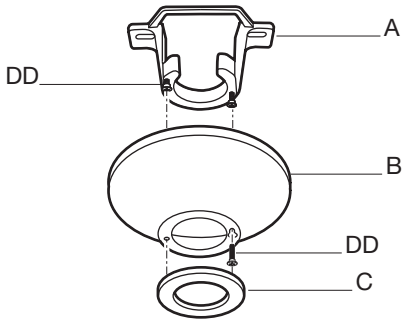


To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar (OO) (not included) as shown above.

Assembly

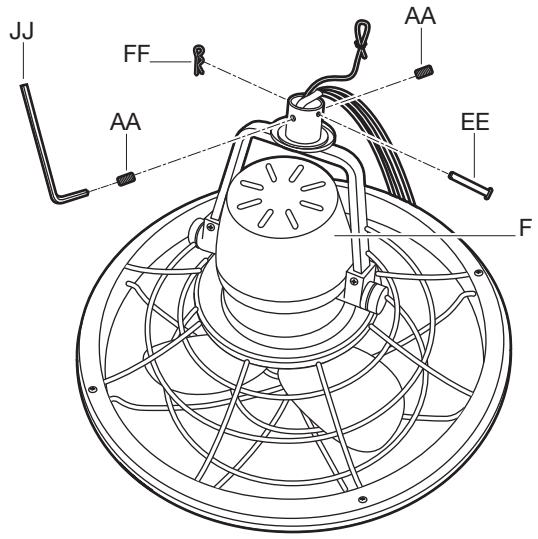
1 Preparing the canopy

- □ Remove the canopy bottom cover (C) from the canopy (B) by turning the canopy bottom cover (C) counter-clockwise.
- □ Remove the mounting bracket (A) from the canopy (B) by removing the non-slotted canopy mounting screw (DD) from the bottom of the canopy (B) and loosening the slotted canopy mounting screw (DD) a half turn from the screw head. Next, turn the canopy (B) counterclockwise to remove the mounting bracket (A) from the canopy (B).



2 Preparing the motor

- □ Remove the clevis pin (EE), cotter pin (FF), and loosen the two collar setscrews (AA) at the top of the motor head (F) collar using the hex wrench (JJ).

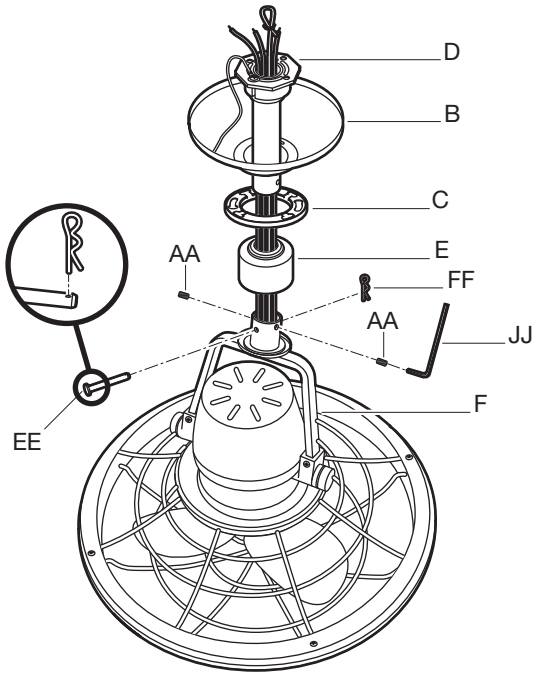


3 Assembling the fan

WARNING: Failure to properly install the cotter pin (FF) could result in the fan loosening and possibly falling.

NOTE: If a longer downrod (not included) is needed, take out the screw located in the hanger ball, lower the hanger ball and remove the pin. Remove all three pieces from the downrod and assemble them onto the new longer downrod before proceeding to the downrod installation.

- □ Route the wires exiting from the top of the motor head (F) through the coupling cover (E) and the canopy bottom cover (C). Ensure the slot openings are on top.
- □ Route the wires through the canopy (B) and then through the hanger ball/downrod assembly (D).
- □ Align the holes at the bottom of the hanger ball/downrod assembly (D) with the holes in the collar on top of the motor head (F).
- □ Carefully insert the clevis pin (EE) through the holes in the collar and the hanger ball/downrod assembly (D). Be careful not to jam the clevis pin (EE) against the wiring inside the hanger ball/downrod assembly (D).
- □ Insert the cotter pin (FF) through the hole near the end of the clevis pin (EE) until it snaps into the locked position.
- □ Tighten the two collar setscrews (AA) at the top of the motor head collar using the hex wrench (JJ).

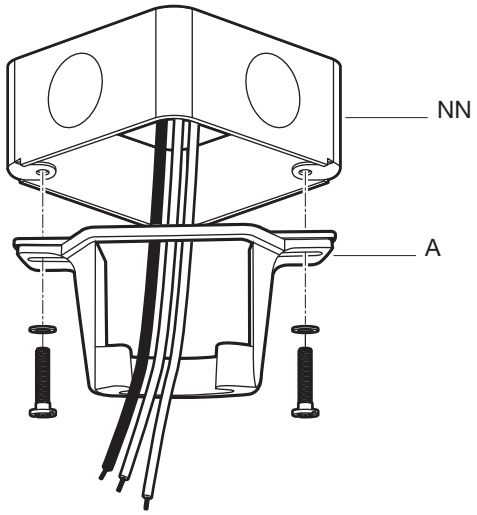


Assembly — Hanging the Fan

4 Installing the mounting bracket to the electrical box

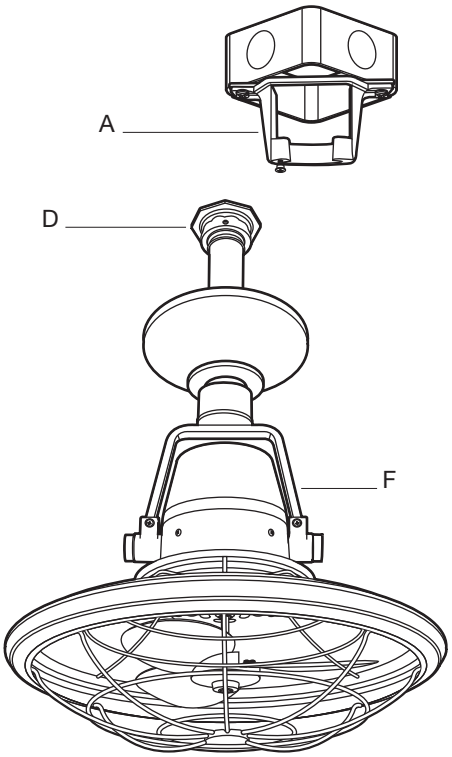
WARNING: To reduce the risk of fire, electric shock, or other personal injury, mount the fan only on an outlet box or supporting system marked acceptable for fan support of 35 lbs (15.9 kg) or less and use mounting screws provided with the outlet box.

- □ Pass the 120-volt supply wires through the center hole in the mounting bracket (A).
- □ Install the mounting bracket (A) to the outlet box (NN) with the screws and washers provided with the outlet box (NN).
- □ Securely tighten the two mounting screws.



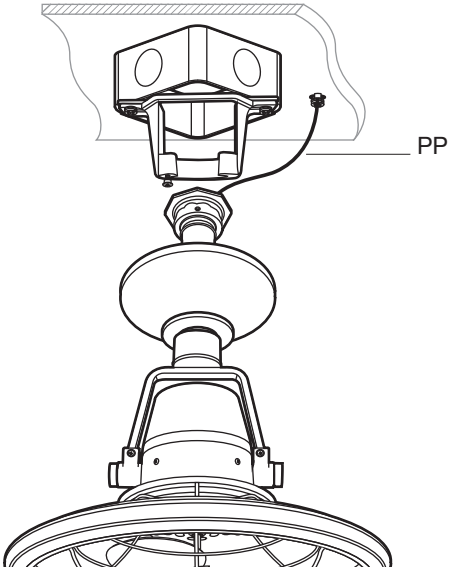
5 Hanging the fan from the mounting bracket

- □ Carefully lift the fan motor head (F) up to the mounting bracket (A) and seat the hanger ball/downrod assembly (D) in the mounting bracket (A) socket.



6 Installing the safety cable

- □ Secure the safety cable (PP) to the building structure using a wood screw (not included).



Assembly — Hanging the Fan (continued)

7 Making the electrical connections

WARNING: To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring.

NOTE: Installation of this fan requires that a three-conductor cable with ground wire be run between ceiling and wall outlet box (HHH), or the oscillating feature will not work.

If you feel you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

□ Disconnect the power and remove the existing wall plate and switch from the wall outlet box.

□ Set the knob on the wall switch (K) to the 0 position.

□ Make wire connections as follows, using the wire nuts (II).

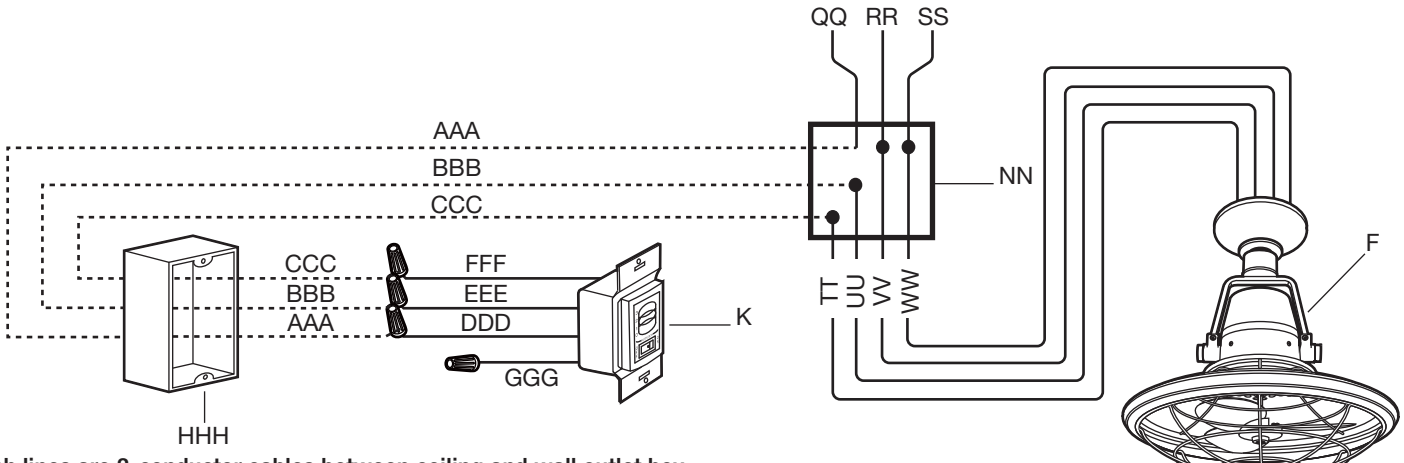
a. Speed/oscillation control wire connection

CONNECT (From speed/oscillation switch)	TO (From wall outlet box)
Blue wire (FOR OSCILLATION) (FFF)	Blue or red wire (CCC)
Black wire (TO MOTOR L) (EEE)	White wire (BBB)
Black/white wire (AC IN L) (DDD)	Black wire from A/C supply source (AAA)
Yellow/green ground wire (GGG)	Outlet box green wire

• If your wall outlet box (HHH) has a ground wire (green or bare copper), connect the speed/oscillation control's yellow/green ground wire (GGG) to it; otherwise connect the speed/oscillation control's yellow/green ground wire directly to one of the screws from the wall outlet box (HHH).

b. Fan wire connection

CONNECT (From fan)	TO (Conductor cable between ceiling and wall outlet box)
Blue fan wire (TT)	Blue or red wire (CCC)
Black fan wire (UU)	White wire (BBB)
White wire (VV)	White wire from A/C supply source (RR)
Green wire (WW)	Ground conductor of 120V supply, it may be a bare wire or a wire with green colored insulation. (SS)



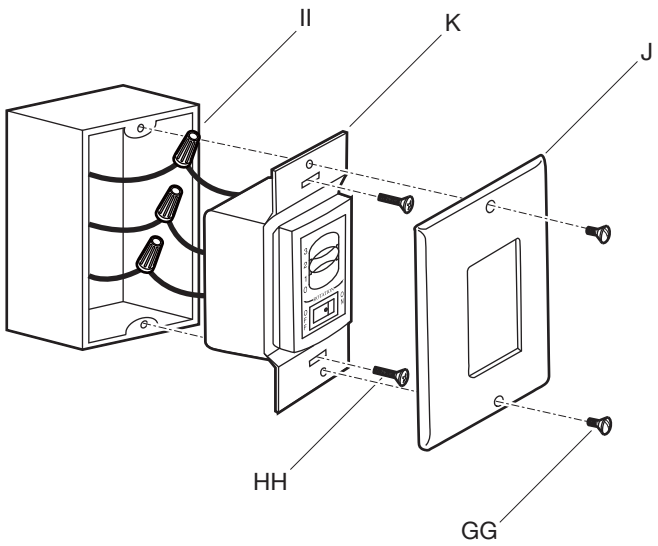
• Dash lines are 3-conductor cables between ceiling and wall outlet box.

8 Installing the wall switch

WARNING: Hook up in "series only". Do not connect the hot and neutral wires of the electric circuit to the wall switch - damage to the switch and possible fire could occur.

WARNING: Remember to shut the power off at the circuit breaker or fuse box.

- □ Carefully tuck the wire connections inside the junction box. Secure the wall switch (K) with the two wall switch screws (HH) provided.
- □ Attach the wall plate (J) over the wall switch (K) and secure with the two wall plate screws (GG) provided.

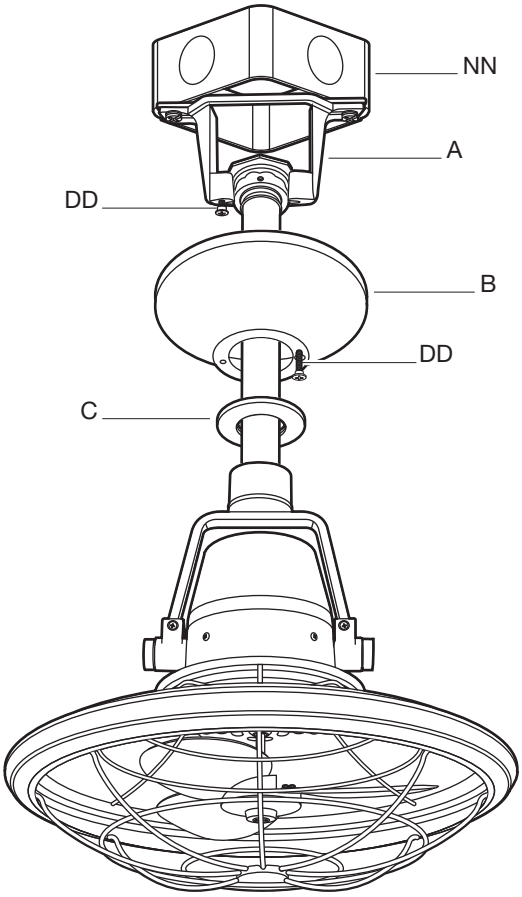


Assembly — Hanging the Fan (continued)

9 Installing the canopy

WARNING: Make sure the tab on the mounting bracket (A) properly sits in the groove in the hanger ball/downrod assembly (D) before attaching the canopy (B) to the mounting bracket (A) by turning the canopy until it drops into place.

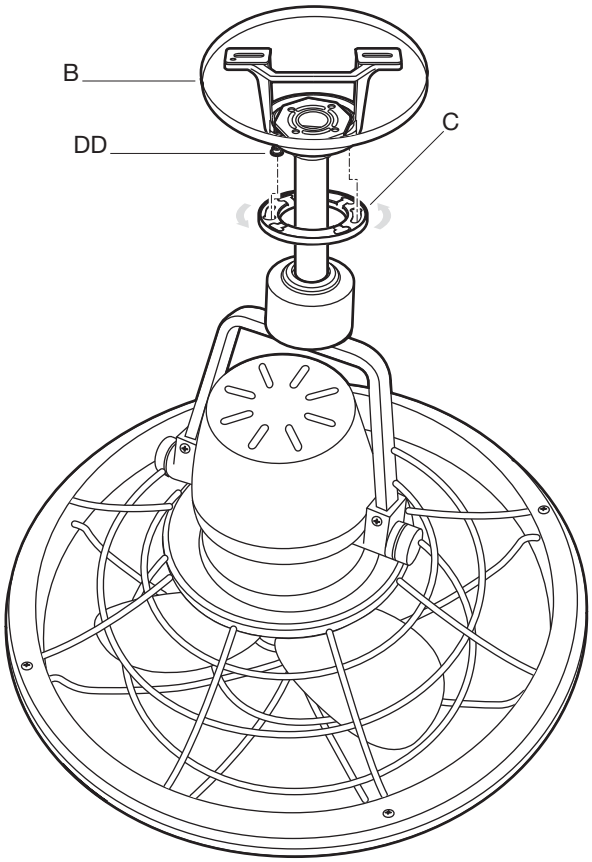
- □ Tuck the connections neatly into the ceiling outlet box (NN).
- □ Slide the canopy (B) up to the mounting bracket (A) and place the key hole on the canopy (B) over the loose canopy mounting bracket screw (DD) on the mounting bracket (A). Turn the canopy (B) clockwise until the canopy (B) locks in place at the narrow section of the key holes.
- □ Align the circular hole on the canopy (B) with the remaining hole on the mounting bracket (A). Secure the canopy mounting bracket screw (DD) previously removed in the hole and tighten the two canopy mounting bracket screws (DD).



10 Attaching the canopy bottom cover to the canopy

- □ Attach the canopy bottom cover (C) to the canopy mounting screw heads (DD) on the bottom of the canopy (B) by inserting the canopy mounting screw heads (DD) into the key slots in the canopy bottom cover (C) and rotating the canopy bottom cover (C) clockwise.

NOTE: Adjust the canopy mounting bracket screws (DD) as necessary until the canopy (B) and canopy bottom cover (C) are snug.

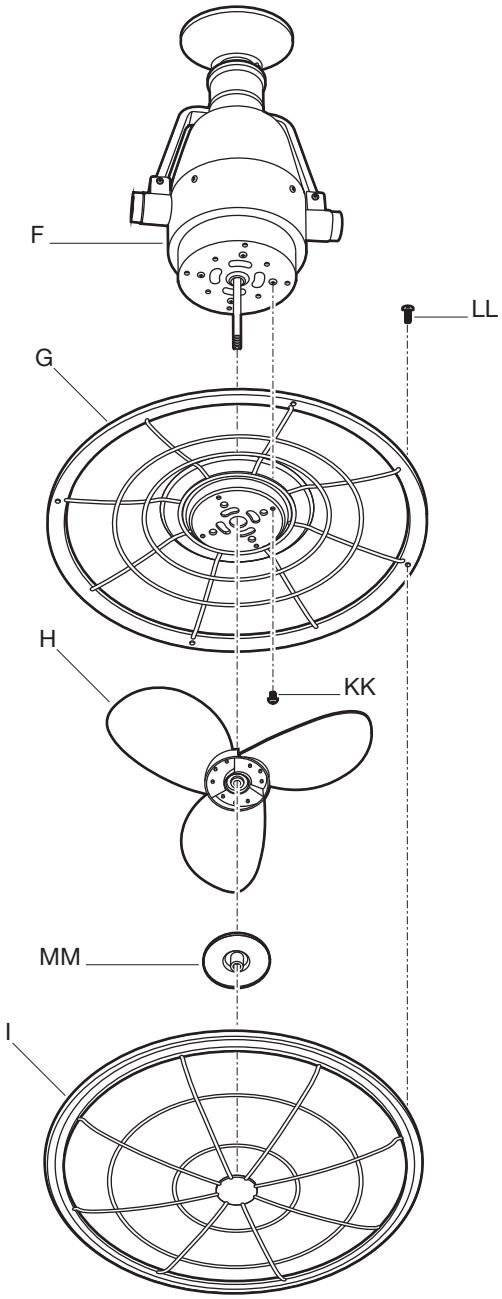


Disassembling Your Fan

This fan comes with a pre-assembled the rear guard (G), blade (H), and front guard (I) for your easy installation. Check that all screws are tight and securely in place.

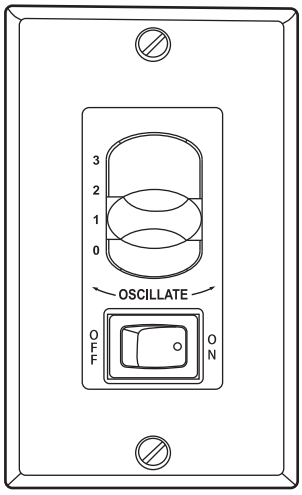
If you need to disassemble the fan for any reason such as cleaning, follow these steps below:

- □ Loosen the front guard screws (LL) on the rear guard (G) to disassemble the front guard (I) from the rear guard (G).
- □ Remove the blade cover (MM) from the blade (H) by turning the blade cover (MM) counterclockwise.
- □ Remove the blade (H) from the rear guard (G) by turning the blades (H) counterclockwise.
- □ Remove the rear guard (G) from the motor head (F) by loosing the rear guard screws (KK) from the motor head (F).



Operation

WALL SWITCH OPERATING INSTRUCTIONS



Restore power to the ceiling fan, and test for proper operation.

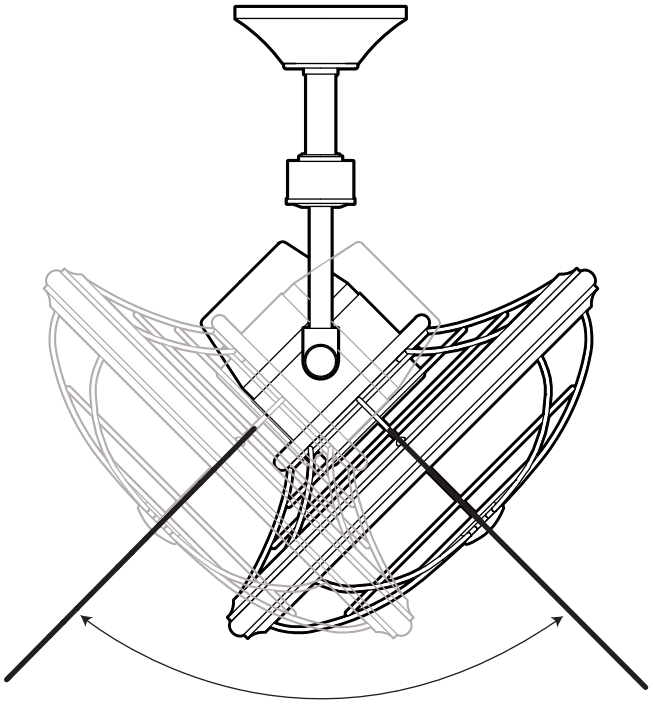
The fan 3-speed control is used to set the fan speeds as follows:

0= Turns the fan off
1= High Speed
2= Medium Speed
3= Low Speed

“OFF-ON” Slide Button:
This button is used for oscillating operation. Press “ON” to set the fan to a 90 degree oscillation. Press “OFF” to turn off the oscillation. The fan will stay at the same direction where the oscillation is turned off.

Oil-Rubbed Bronze Finish
5 Reversible Blades, Walnut and Medium Maple
Schoolhouse Glass Light Kit Included
Uses (1) Medium Base up to 60 Watt, or CFL Equivalent (Sold Separately)
15 Year Warranty

Frosted Glass Light Kit Included
Uses (3) Medium Base Bulbs up to 60 Watts or CFL Equivalent (Sold Separately)



Care and Cleaning

Do
□ Check the support connections, brackets, and blade attachments twice a year. Make sure they are secure. Because of the fan's natural movement, some connections may become loose over time. It is not necessary to remove the fan from the ceiling.
□ Clean your fan periodically. Use only a soft brush or lint-free cloth to avoid scratching the finish. The plating is sealed with a lacquer to minimize discoloration or tarnishing.
□ (Optional) Apply a light coat of furniture polish to the wood blades.
□ (Optional) Cover small scratches with a light application of shoe polish.

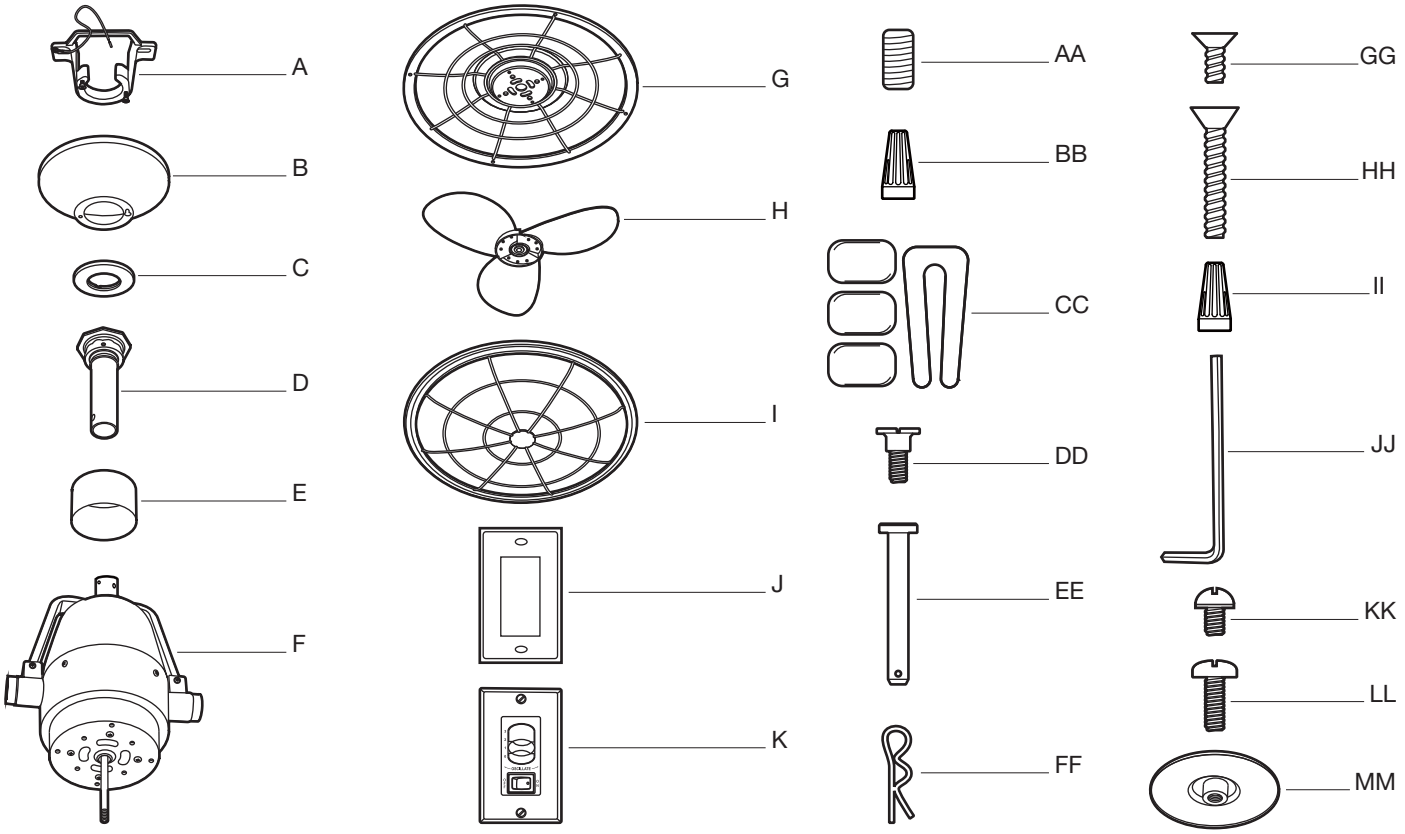
Do not
□ Use water when cleaning. Water could damage the motor, or the wood, or possibly cause an electrical shock.
□ Apply oil to your fan or motor. The motor has permanently-lubricated sealed ball bearings.

Troubleshooting

WARNING: Make sure the power is off at the electrical panel box before you attempt any repairs. Refer to step 7 "Making the electrical connections" on page 10.

Problem	Solution
The fan will not start.	□ Check the main and branch circuit fuses or breakers.
	□ Check the line wire connections to the fan.
The fan sounds noisy.	□ Make sure all screws on fan motor assembly and fan guards are snug.
	□ Make sure the blade and the blade cover are securely in place.
	□ Allow a 24-hour "breaking-in" period. Most noises associated with a new fan disappear during this time.
	□ Make sure there is a short distance from the ceiling to the canopy. It should not touch the ceiling.
	□ Make sure your ceiling box is secure and rubber isolator pads are used between mounting bracket and outlet box.

Service Parts



Part	Description
A	Mounting bracket (preassembled)
B	Canopy
C	Canopy bottom cover (preassembled)
D	Hanger ball/downrod assembly
E	Coupling cover
F	Motor head (preassembled)
G	Rear guard(preassembled)
H	Blade (preassembled)
I	Front guard (preassembled)
J	Wall plate
K	Wall switch

Part	Description
AA	Collar setscrew (preassembled)
BB	Plastic wire nut
CC	Balance kit
DD	Canopy mounting bracket screw (preassembled)
EE	Clevis pin (preassembled)
FF	Cotter pin (preassembled)
GG	Wall plate screw
HH	Wall switch screw
II	Plastic wire nut
JJ	Hex wrench
KK	Rear guard screw (preassembled)
LL	Front guard screw (preassembled)
MM	Blade cover (preassembled)

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Retain this manual for future use.

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